



**United States Bankruptcy Court  
Middle District of Florida**



**\*\* PUBLIC NOTICE \*\***

**Instructions For Filing Master Mailing Matrices  
In Computer Readable Format**

**Effective August 1, 1996  
Revised January 12, 2004**

1. The revised Local Rule 1007-2 (effective August 1, 1996) requires that the master mailing matrix be provided to the Clerk in a computer readable format in all cases regardless of size.

Here are the requirements for submitting the master mailing matrix in computer readable format.

**If you have any questions or problems regarding these requirements, please call Laurie Ellwood, Network Administrator, at (813) 301-5063 or email [ecfhelp.tpa@flmb.uscourts.gov](mailto:ecfhelp.tpa@flmb.uscourts.gov).**

2. What you need is:
  - a) An IBM compatible PC with DOS version 3.1 or higher.
  - b) 3 1/2" diskette.
  - c) A program that will produce text files such as a word processor or text editor, or other programs with the capability of producing output in text only format.

**NOTE:** Many Bankruptcy programs have the capability of producing output in text format.

3. How do you produce these matrices?

a) Simply follow the same instructions as you would to produce a matrix on hard copy:

1. Lists should be typed in one column.
2. Individuals should be listed in last name, first name format.
3. Each name and address must consist of no more than 4 (four) total lines SINGLE SPACE, with at least ONE BLANK LINE between each of the name/address blocks.
4. ZIP codes must be located on the same line as the city and state. This must be the last line of each name/address block. The city and state also NEED to be separated by a comma.
5. Nine-digit ZIP codes should be typed with a hyphen separating the two groups of digits.
6. All states must be two-letter postal abbreviations. Example: correct = CA; wrong = California, Calif. (See the list of abbreviations that follows this notice).
7. Each line of information must be 28 characters or less in length.
8. Entities with more than one address may be listed as many times as necessary to assure proper notice.
9. Do not include the following entities since they will be added automatically by clerk's office staff and retrieved from the system for noticing:
  - \* Debtor
  - \* Joint Debtor
  - \* Case Trustee
  - \* Attorney for the Debtor(s)
  - \* U.S. Trustee
10. Do not type "attention" lines or account numbers on the last line. If needed, this information must be placed on the second line of the

name/address block. (City, State and Zip MUST be on the last line.)

11. Do not use a header or footer to identify your case! Label the floppy.

b) Save this data in Dos Text or Text Only format in a file called Creditor.txt.

c) Copy or Print the file(s) to a 3 1/2" diskette. (This floppy must be formatted using DOS 3.1 or higher.)

d) Label the diskette with the case name and file it with the petition.  
Example:

John Doe Inc. creditor.txt 1/26/97

e) Only one case should be included on each floppy. Only one creditor.txt file can be processed from a single floppy.

4. Benefits of submitting creditor matrices in text format on floppy:

a) You may use Word Perfect, Microsoft Word, Notepad, Wordpad, or any other word processor or editor with the capability of creating Text Only or Dos Text files.

b) Many Bankruptcy programs have the capability of producing output in text format.

c) You may use other programs that you are currently using to produce schedules, etc. as long as you can produce the text file output. This eliminates duplication of data entry!

d) Processing is quicker and more efficient.

5. Updated instructions for filing master mailing matrices in computer readable format will be maintained at the Court's intake counters in Jacksonville, Orlando and Tampa, on PACER and on the Court's Internet home page at <http://www.flmb.uscourts.gov>.

Using Dos Word Perfect to save the document as a text file:

1. Press Text in/out (Ctrl-F5)
2. Select DOS Text (1)
3. Then select save (1) to save the file in DOS text format. (ASCII.)
4. Type in Drive letter A:\ or B:\ "creditor.txt"

Creating a matrix disk using a Bankruptcy program:

**NOTE:** Some Bankruptcy programs differ. If these instructions do not apply to the package you are using, contact the software vendor for instructions.

1. Make sure your software is configured to print in text mode (not graphics).
2. Select print the to disk option.
3. Place a blank formatted disk into your floppy drive.
4. Print the matrix.
5. Type "A:\creditor.txt" or "B:\creditor.txt" when prompted for a file name.

Using a Windows based Word Processing program to create a text file:

1. Choose File, Save As
2. Type in A:\creditor.txt or B:\creditor.txt
3. Choose a File type of Text Only or MS-DOS Text.

## **SAMPLE CREDITOR LIST**

Alldere, R.U., Esq.  
2 Rushing Court  
San Diego, CA 92189

Careless, Maria  
25 North Aria Blvd.  
Grecian, NY 80062

Charles Prince Productions  
3 Diana Court  
Balmoral, MD 12960

First City Nat'l Bank  
of Beaumont  
P.O. Box 3391  
Beaumont, TX 77704

General Nuisance Elimination  
P.O. Box 1230  
Baltimore, MD 20984

Kelley Appliances  
Attn: Parts Division  
462 9th Avenue, North  
Seattle, WA 98109

Miller, Larry, Jr.  
Landover Food & Bev.  
Suite 12B  
Burg, MD 24309-5182

Household Finance Corp.  
Accnt. # 1234567  
305 Ponce de Leon Blvd.  
Coral Gables, FL 33134

## STANDARD 2 LETTER POSTAL ABBREVIATIONS

Alabama	AL	Oregon	OR
Alaska	AK	Pennsylvania	PA
Arizona	AZ	Puerto Rico	PR
Arkansas	AR	Rhode Island	RI
California	CA	South Carolina	SC
Colorado	CO	South Dakota	SD
Connecticut	CT	Tennessee	TN
Delaware	DE	Texas	TX
District of Columbia	DC	Utah	UT
Florida	FL	Vermont	VT
Georgia	GA	Virginia	VA
Hawaii	HI	Washington	WA
Idaho	ID	West Virginia	WV
Illinois	IL	Wisconsin	WI
Indiana	IN	Wyoming	WY
Iowa	IA		
Kansas	KS		
Kentucky	KY		
Louisiana	LA		
Maine	ME		
Maryland	MD		
Massachusetts	MA		
Michigan	MI		
Minnesota	MN		
Mississippi	MS		
Missouri	MO		
Montana	MT		
Nebraska	NE		
Nevada	NV		
New Hampshire	NH		
New Jersey	NJ		
New Mexico	NM		
New York	NY		
North Carolina	NC		
North Dakota	ND		
Ohio	OH		
Oklahoma	OK		